



OFFICE OF THE
WATER DEPARTMENT
TOWN HALL, 511 MAIN STREET
DUNSTABLE, MA 01827-1313
(978) 649-4514 FAX (978) 649-8893
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Water Department Minutes
Monday, August 22, 2017

Approved: September 26, 2017

Meeting was called to order by Chairman Karl Huber at 6:00pm.

Member present: Mark Cullen

Member absent: Scott Wilkins

Meeting held: At the Dunstable Town Hall, 511 Main Street, lower level

In attendance: Town Administrator Tracey Hutton

Discussion on Water Project/Contract and DEP Meeting of August 15th

Town Administrator Tracey Hutton presented the engineering contract from Wright-Pierce for the water project. She told the Board that she reviewed and made changes to the contract including any work done by Wright-Pierce would be the property of the Town. After the discussion, Mark made a motion to give the Board time to review the content of the contract and then if all is satisfactory, authorize the Chairman to sign the contract. Karl 2nd the motion. – Motion passed unanimously.

Richard Protasowicki from Wright Pierce, Tracey Hutton and Mark Cullen met with DEP (Department of Environmental Protection) staff Margo Webber, Section Chief Bob Bostwick and Director Yvette DePeiza to discuss the Sanitary Survey. In particular the Survey said, ***"The Dunstable Water Department shall submit a new updated staffing plan for the contract operations. This shall include a Contract Operator Compliance Notice and Staffing and Comprehensive Operations plan in accordance with 310 CMR 22.11B(5)(b)."*** DEP is requiring a licensed staff member to be available for four hours a day five days a week and to be available to respond in person to Emergencies within one hour on the weekends. The Board and Town Administrator have been looking for an operator that can fill this requirement. Tracey has been in contact with WhiteWater in Littleton, Robert Murch from Templeton, Small Water Systems in Littleton and the Pepperell Water Department Division to see if they could provide services for Dunstable. The operator would need a T1 and D1 license. DEP stated that a "Consent Order" will be issued to Dunstable if the staffing and hydro-pneumatic tank replacement issues are not resolved in a timely manner. This will be placed on the September agenda.

Meeting Minutes of July 25, 2017 and August 7, 2017

Mark made a motion to approve, as submitted, the minutes of the July 25th and August 7th meetings. Karl 2nd the motion. Motion passed unanimously.

Review and Sign Monthly Bills and Payroll

Invoices and Payroll were signed by the Board.

Review Breakdown of Finances for FY2017

The Board reviewed the final breakdown of finances for FY2017.



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Review Breakdown of Finances for FY2018

The Board reviewed the FY2018 financial report.

Update on Money Owed – Final Shut Off Notice

The Commissioners reviewed the report showing what is owed to the Department. A Constable delivered shut off notices to two customers in arrears that live in the same household. The owner of the property paid off his bill. The Board asked that the 2nd customer be notified that water will be shut off to the main residence if the bill is not paid. In the meantime, David Tully was asked by the homeowner to remove the 2nd meter, which he did on 8/17/17. They will no longer be receiving two water bills for the property in the future.

FM Generator Yearly Contract

The Administrative Assistant presented the yearly FM Generator contract. Mark made a motion to sign the annual contract. Karl 2nd the motion. – Motion passed unanimously.

Leak Detection Estimate

The Board decided to wait until next month to vote on the leak detection contract. A copy will be emailed to each member to review. The Board asked that David identify the gate valves in the system ahead of the leak detection appointment.

Employee's Benefits

Mark made a motion to transfer \$6,021 from the maintenance account to the Town's general fund to pay a portion of the two employee's benefits. Karl 2nd the motion. – Motion passed unanimously.

Capital Improvement Forms

The Administrative Assistant presented the Capital Improvement Forms for discussion. The Board asked that the costs of last year's three projects be updated.

Additional Topics Discussed Not Noted on the Agenda

Mark made a motion to close the meeting at 6:55pm. Karl 2nd the motion. – Motion passed unanimously. The next meeting is scheduled for Tuesday, September 26, 2017. Members will meet at 5:30pm at the pump house to go over the Emergency Response plan and then 6:00pm at the Dunstable Town Hall.

Respectfully submitted,

Cheryl A. Mann
Administrative Assistant
Dunstable Water Department